

HRIS – Human Resources Information Solution

RESOURCE GUIDE: **AGENCY LABOR** **DISTRIBUTION SPECIALIST**

AGENCY LABOR DISTRIBUTION SPECIALIST

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Introduction

Every Position in HRIS has an associated Labor Distribution (LD), which determines how payroll expenditures are posted to the Arizona Financial Information System (AFIS). Labor Distribution is primarily supported by three HRIS Chart of Account elements: Accounting Unit, Activity, and Account Category.

Labor Distribution information (Expense Account/Funding Source) must be included when a new Position is initially set up on the XP02.1 (Position Form). The XP02.1 allows only one funding source for each Position.

The Agency Labor Distribution Specialist can use **ZP02.1** - Agency Position Maintenance Form, to manage (change) a Position's Labor Distribution.

If a Position's Labor Distribution needs to be expensed/allocated to multiple funding sources, the Agency Labor Distribution Specialist shall use the **XR23.3**- Payroll Distribution - Positions Form, to manage (add/change/delete) a Position's Labor Distribution, which will supersede the single funding source labor distribution on the Position Forms XP02.1/ZP02.1.

Labor Distribution funding source percentages for a position must always total 100%, regardless of the number of funding sources. Managing Labor Distribution funding sources may be necessary when hires, separations, position changes, budget implications, department reorganizations or changes in work assignments occur.

This job role training lesson teaches the Agency Labor Distribution Specialist how to recognize and view HRIS Chart of Account elements, and how Labor Distribution can be assigned to positions and time records. The two Labor Distribution Reports available in the HRIS data warehouse (Position ZP02 and Position-Multiple Labor Distribution XR23.3) and the SOA Percent Distribution (XR223) report are also discussed.

Note: The screenshots provided throughout this Resource Guide provide data within the fields. This data is based on training and are not to be duplicated in Production.

*****Please use your Agency information when referencing the step-by-step activities provided below.***

HRIS Chart of Account Elements

HRIS mapping of field to AFIS			
HRIS Field Name			AFIS Field Name
Expense Account	GL Company*	→	Not defined in AFIS
	Accounting Unit	→	Agency & Functions
	Account	→	Object (OBJ)
	Sub Account	→	Budget Fiscal Year (BFY)
Activity	Activity	→	Program**
	Account Category	→	Program Period (PPC)***

*GL Company will be defaulted to value 1 (State of Arizona)

** & ***These values are optional. They are intended to be used by agencies who do not infer Program and PPC on the AFIS Function.

Note: The table above, which shows the standard mapping of Chart of Account Elements from HRIS to AFIS, will be referenced throughout this lesson. Exceptions discussed in the Activity and Account Category sections.

Accounting Unit

The **Accounting Unit** is the primary Chart of Account element used to allocate labor expense accounts in HRIS. AFIS Function Codes and their Inference elements are used to interface as Accounting Units to HRIS, where they populate form GL20.1 (Accounting Units-Accounts) and form GL20.7 (Attributes).

Note: Please see the AFIS Quick Reference Guide 'Chart of Account Elements for HRIS Integration' to learn how to add and modify AFIS Functions that interface to HRIS Accounting Units.

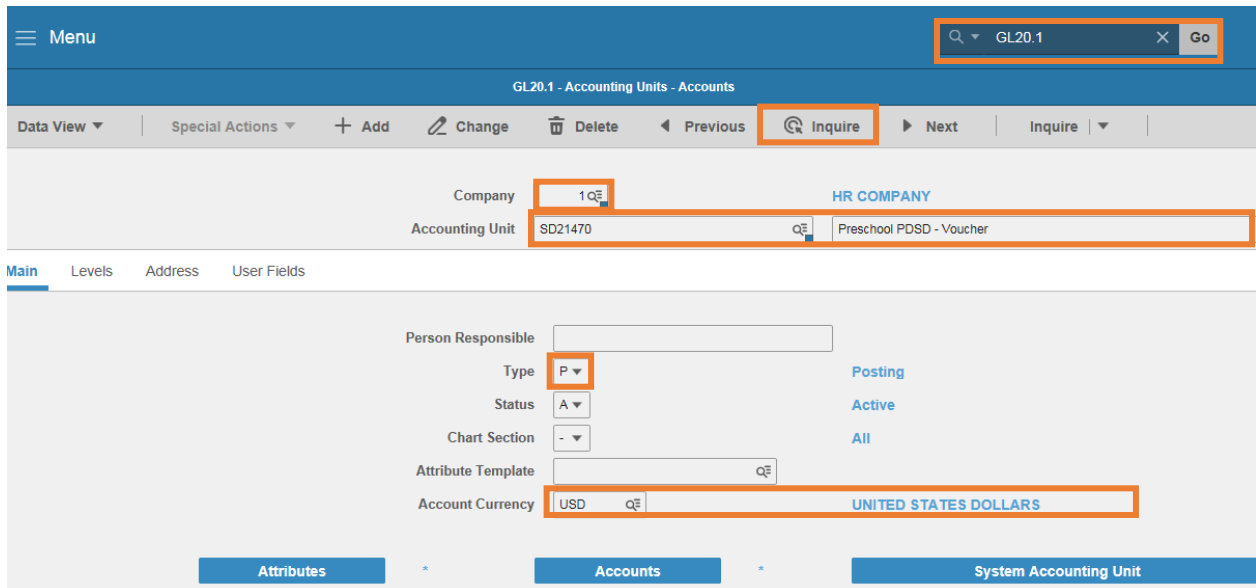
View the Accounting Unit and associated status on form GL20.1

New and changes to existing AFIS Functions with **HRIS** or **HRLG** Function Types interface to HRIS on a nightly basis, populating form GL20.1. The AFIS-HRIS interface mapping process adds the two-letter HRIS agency code before the AFIS Function, which becomes the HRIS Accounting Unit.

HRIS Agency Code (2) + AFIS Function (10 max) = HRIS Accounting Unit (12 max)

For this Example, we are using:

HRIS Agency Code, (SD) + AFIS Function, (21470) = HRIS Accounting Unit, (SD21470)



To verify that the AFIS Function interfaced to HRIS successfully, follow the steps listed below:

1. In the Search field, type **GL20.1**, Click **Go**
2. In the **Company** field, type or select **1**
3. In the **Accounting Unit** field, type or select the **HRIS Accounting Unit**
4. Click **Inquire**

The Active **Status** indicates that this Accounting Unit is valid and can be used to update Labor Distribution. The asterisks next to the **Attributes** and **Accounts** boxes indicate that AFIS Function Inference elements were interfaced successfully, and are linked to appropriate Accounts and Sub-Accounts.

View Accounting Unit Attributes on form GL20.7



Select the **Attributes** box to go to form GL20.7. The required elements entered for the AFIS Function Inference page (Fund, Appropriation Number, Appropriation Type, Unit, Task) are interfaced to HRIS, for reporting and validation purposes.

For example:

APPN-TYPE attribute (Appropriation Type) defines what Sub-Account (BFY) can be associated with Labor Distribution.


If **APPN-TYPE** value equals **1**, then only current year BFY can be used.


GL20.7 - Attributes

← Back Detach Special Actions ▼  Change  Inquire | Inquire ▼












Company **1**
Accounting Unit **SD21470**

HR COMPANY
Preschool PDSD - Voucher

Use Attribute Value Template 

Use Effective Date Template 

By Attribute

Attribute	Type	Size	Required	Value
ACTIVITY-ADV	Alpha	6		<input type="text"/> 
AFUND	Numeric	4		<input type="text"/> 
AGENCY	Alpha	2		SD <input type="text"/> 
APPN-NO	Numeric	5		<input type="text"/> 
APPN-NUMBER	Alpha	8		SD40000 <input type="text"/> 
APPN-TYPE	Numeric	1		1 <input type="text"/> 
FUND	Numeric	4		<input type="text"/> 
FUND-ADVNTG	Alpha	8		SD2444 <input type="text"/> 
FUND-GROUP	Numeric	4		2444 <input type="text"/> 
PRGRM	Alpha	10		<input type="text"/> 
UNIT	Alpha	4		1004 <input type="text"/> 

Activity

The **Activity** is another HRIS Chart of Account element. It is used to capture additional information such as:

- AFIS Program (agencies other than DTA, EVA, and FOA)
- AFIS Program and Phase (only DTA)
- AFIS Location and Sub-Location (only EVA)
- AFIS Activity and Sub-Activity (only FOA)

Using Activity field in HRIS is intended to be used by agencies who don't infer Program, Program and Phase, Location and Sub-Location, and Activity and Sub-Activity on the AFIS Function.

New and changes to AFIS Program, Program/Phase, Location/Sub-Location, and Activity/Sub-Activity Codes are interfaced to HRIS on a nightly basis and they populate form AC10.1 (Activity), and form AC13.1 (Activity Attributes).

Note: Please see the AFIS Quick Reference Guide 'Chart of Account Elements for HRIS Integration' to learn how to add and modify AFIS Programs, Programs/Phases, Locations/Sub-Locations, and Activities/Sub-Activities that interface to HRIS Activities.

View the Activity and associated status on form AC10.1

AFIS Program (10 max) = HRIS Activity (Agency Code (2) + AFIS Program)

For this Example, we are using:

HRIS Agency, (GF) + AFIS Program, (FIRE078) = HRIS Activity, (GFFIRE078)

To verify that the AFIS Program interfaced to HRIS successfully, follow the steps listed below:

1. In the **Search** field, type **AC10.1**
2. Click **Go**
3. In the **Activity** field, type or select the **HRIS Activity**
4. Click **Inquire**

The **Status** value **PA** indicates that this Activity is valid and can be used to update Labor Distribution. If **Status** value is **XX**, that indicates that Program has been inactivated.

The asterisk (*) next to the **Attributes** indicate that additional AFIS elements related to Program (like Major Program) were interfaced successfully.

View the Activity Attributes on form AC13.1

Select the **Attributes** box on form AC10.1 to go to form AC13.1. The required elements related to the AFIS Program page (Agency and Major Program) are interfaced to HRIS for reporting.

Currently the **AGENCY** and **MAJOR-PRGRM** are the only (Activity) Attributes being used.

AC13.1 - Activity Attributes

← Back Detach Special Actions ▼ + Add ✎ Change ◀ Previous 🔍 Inquire ▶ Next | Inquire | ▼

Activity HART

Attribute Value Template

Effective Date Template

Attribute	Type	Size	Reqd	Value	Value Description
AFUND	N	4	No	<input type="text"/> <input type="button" value="Q"/>	
AGENCY	A	2	No	GF <input type="button" value="Q"/>	AGENCY VALUES
APPN-NO	N	5	No	<input type="text"/> <input type="button" value="Q"/>	
APPN-TYPE	N	1	No	<input type="text"/> <input type="button" value="Q"/>	
FUND	N	4	No	<input type="text"/> <input type="button" value="Q"/>	
MAJOR-PRGRM	A	16	No	FIRE <input type="button" value="Q"/>	
PRGRM-PHASE	A	5	No	<input type="text"/> <input type="button" value="Q"/>	

Account Category

The Account Category is another HRIS Chart of Account element. It is used to capture additional elements, such as:

- AFIS Program Period (agencies other than DTA and EVA)
- AFIS Activity (DTA and EVA)

Using **Account Category** field in **HRIS** is intended to be used by agencies who don't infer Program Period on the AFIS Function.

New and changes to AFIS Program Periods and Activities interface to Account Categories in HRIS on a nightly basis and populate to form AC06.1 (Override Account Categories)

Note: Please see the AFIS Quick Reference Guide 'Chart of Account Elements for HRIS Integration' to learn how to add and modify AFIS Program Periods and Activities that interface to HRIS Account Categories.

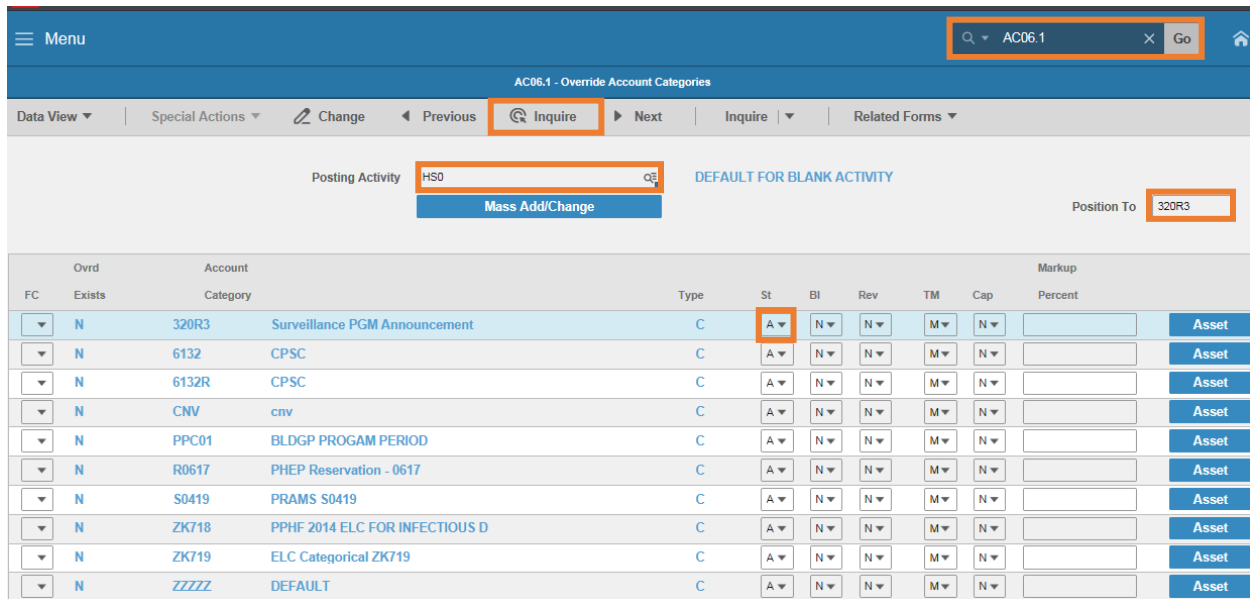
View the Account Category and associated status on form AC06.1

AFIS Program Period (5 max) = HRIS Account Category (5 max)

For this Example, we are using:

All Agencies (except DTA and EVA will be shown in the following activity)

AFIS Program Period, (320R3) = HRIS Account Category, (320R3)



FC	Ovrd	Exists	Account Category	Type	St	BI	Rev	TM	Cap	Markup Percent	
▼	N	320R3	Surveillance PGM Announcement	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset
▼	N	6132	CPSC	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset
▼	N	6132R	CPSC	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset
▼	N	CNV	cnv	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset
▼	N	PPC01	BLDGP PROGAM PERIOD	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset
▼	N	R0617	PHEP Reservation - 0617	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset
▼	N	S0419	PRAMS S0419	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset
▼	N	ZK718	PPHF 2014 ELC FOR INFECTIOUS D	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset
▼	N	ZK719	ELC Categorical ZK719	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset
▼	N	ZZZZZ	DEFAULT	C	A ▼	N ▼	N ▼	M ▼	N ▼		Asset

To verify that the AFIS Program Period interfaced to HRIS successfully, follow the listed steps below:

1. In the Search field, type **AC06.1**
2. Click **Go**
3. In the **Posting Activity** field, select or type the **two letter Agency Code** followed by **0 (zero)**
4. In the **Position to** field, type the **AFIS Program Period**
5. Click **Inquire**

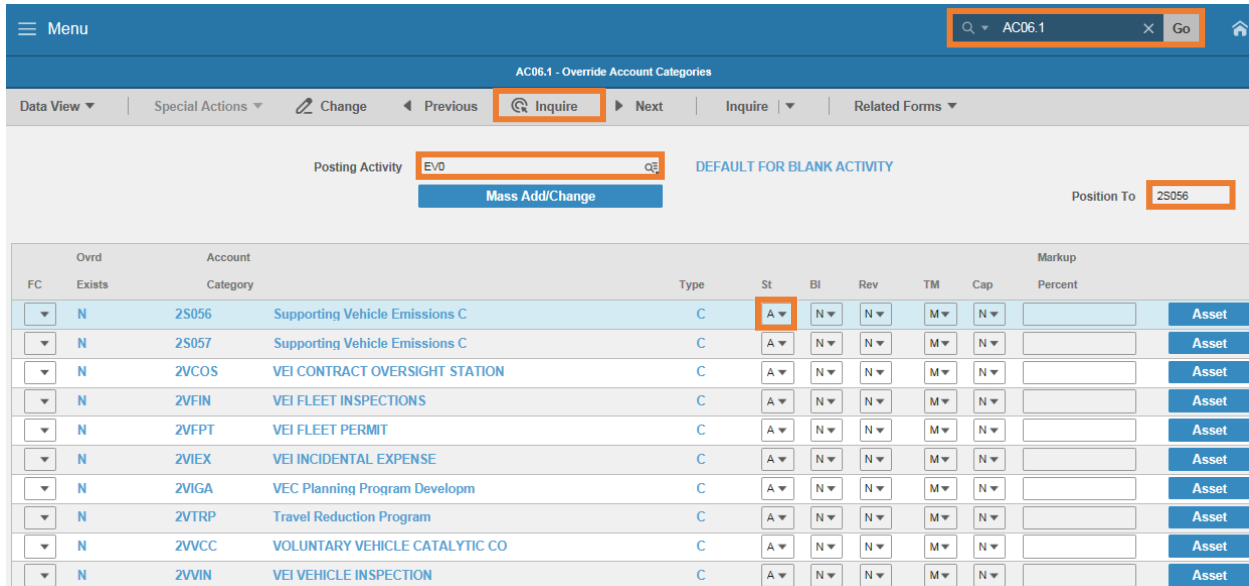
The Status Column (**St**) indicates that the Account Category is Active (**A**) and it is available to be used.

AFIS Activity (5 max) = HRIS Account Category (5 max)

For this Example, we are using:

DTA and EVA (only):

AFIS Activity, (2S056) = HRIS Account Category, (2S056)



Ovrd	Account	Type	St	BI	Rev	TM	Cap	Markup	
FC	Exists	Category						Percent	
	N	2S056 Supporting Vehicle Emissions C	A	N	N	M	N		Asset
	N	2S057 Supporting Vehicle Emissions C	A	N	N	M	N		Asset
	N	2VCOS VEI CONTRACT OVERSIGHT STATION	A	N	N	M	N		Asset
	N	2VFIN VEI FLEET INSPECTIONS	A	N	N	M	N		Asset
	N	2VFPT VEI FLEET PERMIT	A	N	N	M	N		Asset
	N	2VIEIX VEI INCIDENTAL EXPENSE	A	N	N	M	N		Asset
	N	2VIGA VEC Planning Program Developm	A	N	N	M	N		Asset
	N	2VTRP Travel Reduction Program	A	N	N	M	N		Asset
	N	2VVCC VOLUNTARY VEHICLE CATALYTIC CO	A	N	N	M	N		Asset
	N	2VVIN VEI VEHICLE INSPECTION	A	N	N	M	N		Asset

To verify that the AFIS Activity interfaced to HRIS successfully, follow the listed steps below:

1. In the Search field, type **AC06.1**
2. Click **Go**
3. In the **Posting Activity** field, select or **type the two letter Agency Code** followed by **0** (zero)
4. In the **Position To** field, type the **AFIS Activity**
5. Click **Inquire**

The Status Column (**St**) indicates that the Account Category is Active (**A**) and it is available to be used.

HRIS Chart of Account elements that are successfully interfaced through AFIS can be used to allocate and post payroll expenditures back to AFIS.

Labor Distribution

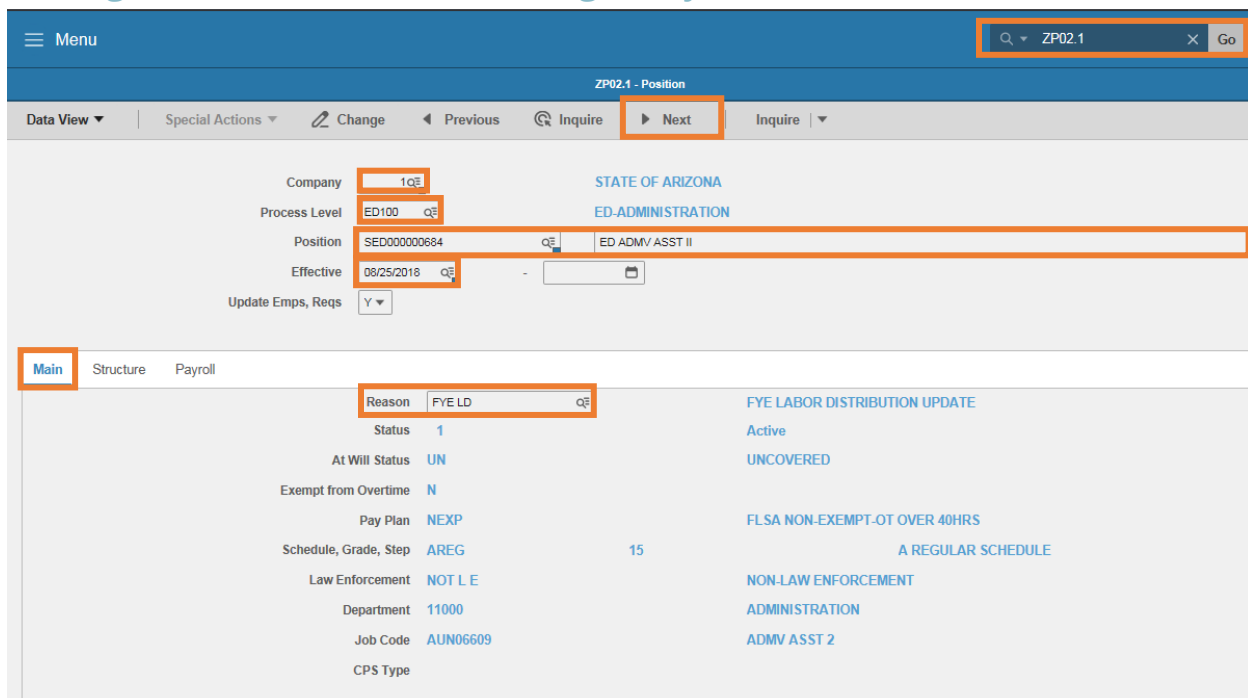
Labor Distribution (LD) is the process of determining how allocated HRIS payroll expenditures will post to AFIS, but before that takes place Expense Account information (also referred as funding source) must be referenced and maintained on the XP02.1 (SOA Position) form. Managing Labor Distribution on the positions may be necessary due to department reorganizations, budgetary implications, position or work assignments changes. The XP02.1 allows only one funding source for each Position.

The Agency Labor Distribution Specialist can use the **ZP02.1** (Position) form to manage (change) a Position's Labor Distribution. This form is clone of the form XP02.1 with limited ability to update a position's information. On the ZP02.1 form, the Agency Labor Distribution Specialist will be able to update only position structure and payroll expense information.

Both forms XP02.1 & ZP02.1 represent default Labor Distribution of the position.

Position-Default Labor Distribution

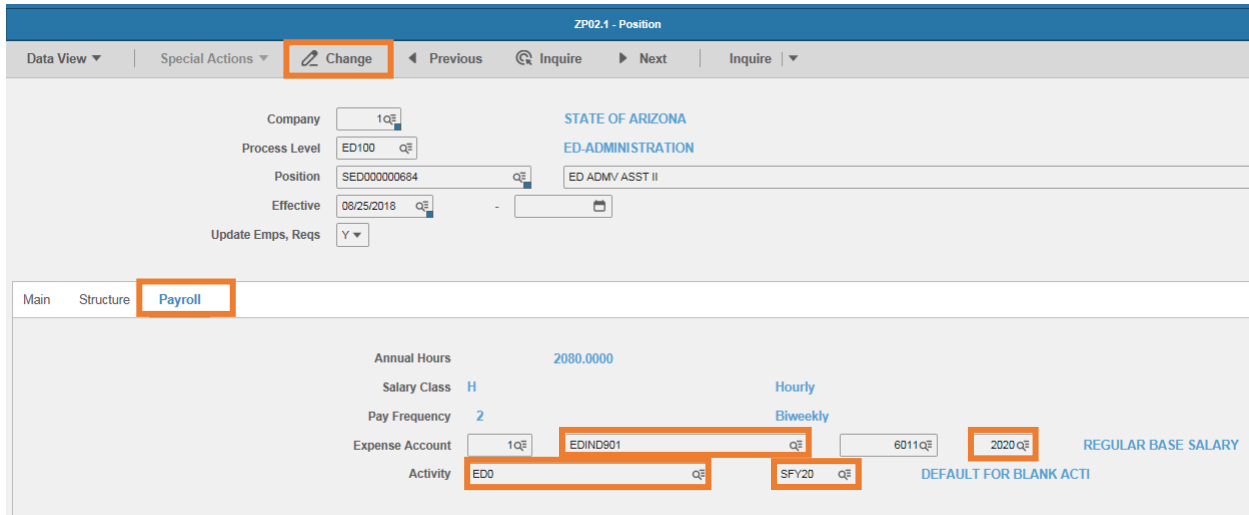
Manage Labor Distribution (change only) on the ZP02 form



1. In the Search field, type **ZP02.1**
2. Click **Go**
3. In the **Company** field, type or select **1**
4. In the **Process Level** field, type or select a **Process Level**
5. In the **Position** field, type or select a **Position**

6. Click **Next**, until the desired **Effective** dates are located
7. In the **Main** tab, select the **Reason** code from the drop-down menu
 - Select the one that most closely corresponds to the Labor Distribution change to be made

Examples include: **EXPNS CHG** (EXPENSE CHANGE); **FUND CHG** (FUNDING CHANGE); **FYE LD** (FYE LABOR DISTRIBUTION UPDATE)



The screenshot shows the 'ZP02.1 - Position' screen. The 'Change' button is highlighted in the top navigation bar. The 'Main' tab is selected, and the 'Payroll' sub-tab is active. The form displays the following information:

- Company:** 1Q (dropdown)
- Process Level:** ED100 (dropdown)
- Position:** SED000000684 (dropdown)
- Effective:** 08/25/2018 (dropdown)
- Update Emps, Reqs:** Y (dropdown)
- STATE OF ARIZONA**
- ED-ADMINISTRATION**
- ED ADMV/ASST II**
- Annual Hours:** 2080.0000
- Salary Class:** H
- Pay Frequency:** 2
- Expense Account:** 1Q (dropdown), EDIND901 (dropdown), 6011Q (dropdown)
- Activity:** ED0 (dropdown), SFY20 (dropdown)
- REGULAR BASE SALARY**
- DEFAULT FOR BLANK ACTI**

8. Click the **Payroll** tab to see the fields available to be changed
9. On the **Expense Account** row, make edits to the Accounting Unit (**EDIND901**) and/or Sub-Account (**2020**), then select the **Change** box
10. On the **Activity** row, make edits to the Activity (**ED0**) and/or Account Category (**SFY20**), then select the **Change** box

In this example, the Activity for this Position is set to **ED0** which is the default value for no Activity. Similarly, the default value for no Account Category would have been 'ZZZZZ'. Both the Activity and Account Category fields can be left blank. If one of those fields is populated, the other is also required to be populated.

If a Position's Labor Distribution needs to be expensed/allocated to multiple funding sources, the Agency Labor Distribution Specialist shall use the XR23.3 (Payroll Distribution - Positions) Form to manage (add/change/delete) a Position's Labor Distribution, which will supersede the default/single funding source labor distribution on the XP02.1/ZP02.1 Position Forms.

[illegible]

1. In the Search field, type **XR23.3**
2. Click **Go**
3. In the **Company** field, type or select **1**
4. In the **Position** field, type the **Position number**
5. click **Inquire**
 - If multiple distribution funding sources exist for the position, the information will be displayed
6. To add a labor distribution funding source to a position, type **A** in the **FC** field or select **Add** from the drop down menu. To make changes to an existing split, type or select **C**
7. In the **Co** field, type **1**
8. In the **Accounting Unit** field, type or select from the drop down menu the Accounting Unit for the new distribution funding source or to an existing distribution funding source if changing.

9. In the **Account** field, type **6011**
10. In the **Sub** field, type the **Budget Fiscal Year** for the new distribution funding source, or to an existing distribution funding source if changing.
11. In the **Percent** field, type in the percent of the new distribution funding source, or to an existing distribution funding source if changing.
12. In the **Activity** field, type or select from the drop down menu the **Activity** for the new distribution funding source, or to an existing distribution funding source if changing.
 - If a new distribution funding source needs to be allocated to an Activity. If there is no Activity enter **0 (replace ** with the two letter HRIS agency code).
13. The **Category** field is required if an Activity is entered. Type or select from the drop down menu the account category for the Activity defined in step 10.
 - If there is no account category for the Activity, enter 'ZZZZZ'
14. After all desired distributions have been added or changed, select the **Add** or **Change** button to save

Repeat steps 4-12 to add or make changes to additional distribution funding sources. If more than 18 distribution funding sources are required, use the PageDown key.

The steps listed below should only be followed if you want to permanently remove a multiple labor distribution split from a position.

Note: HRIS does not require the user to confirm a deletion. Once the 'Delete' button is selected, the records are deleted. Once the XR23.3 Payroll Distribution-Positions Form is deleted, agencies must update Labor Distribution on XP02.1 SOA Position Form or ZP02.1 Position form.

[illegible]

1. In the Search field, type **XR23.3**
2. Click **Go**
3. In the **Company** field, type or select **1**
4. In the **Position** field, type the **Position Number**
5. Click **Inquire**
6. Click **Delete**

How Labor Distribution can be assigned to time records

Default Labor on the Position (XP02)

If an employee's time is entered using the XR32.1 (Employee Daily Time Entry), XR35.2 (Detail Time Entry) or ZR80.1 (Manual Payment) forms, the Payroll Distribution Indicator field is set to "N", the employee's labor is expensed to AFIS using the single funding source specified on the position's XP02 or ZP02 form.

Multiple Labor Distribution (XR23.3)

If an employee's time is entered using the XR32.1 (Employee Daily Time Entry), ZR35.2 (Detail Time Entry) or ZR80.1 (Manual Payment) forms, the Payroll Distribution Indicator field is set to "Y", the employee's labor is expensed to AFIS according to the multiple funding sources specified on the position's XR23.3 form.

Employee Time Entry (ETE) form (manual override of labor)

If an employee's time is entered using any of the ETE form ZS37.3 (Employee Time Entry Form) and it is associated with the corresponding Account or Employee Template(s), the employee's labor is expensed to AFIS according to funding sources specified on the ETE Template(s), Payroll Distribution Indicator field will be set to **N**, and will override the position's XP02/XR23.3 distribution(s).

Employee Time Entry (ETE) Account Template

If an employee's time is entered using either of the ETE account templates, the employee's labor is expensed to AFIS according to the templates, and will override the position's XP02/XR23.3 distribution(s).

Labor Distribution changes that are made from one pay period to the next should be made directly on the Employee's timesheet.

The Payroll Distribution Indicator (PAY DIST) determines if a position's Labor Distribution is allocated using a single or multiple funding sources. Funding source(s) for each HRIS position must equal 100%.

Data Warehouse Labor Distribution Reports

The following Labor Distribution reports are available via the HRIS Data Warehouse:

- Position (ZP02) Report
- Position-Multiple Labor Distribution (XR23.3)

Position ZP02 Report

This report provides users with a listing of active Positions, the labor distribution elements associated with the Positions, and the corresponding Employee (HR11) information for filled Positions. This report produces a list, by agency, of active XP02 positions, including Labor Distribution elements.

Position (ZP02) Report													
XP02 COMPANY	XP02 POSITION	XP02 EFFECT DATE	XP02 EXP COMPANY	XP02 EXP ACCT UNIT	XP02 EXP ACCOUNT	XP02 EXP SUB ACCT	XP02 ACTIVITY	XP02 ACCT CATEGORY	XP02 PROCESS LEVEL	XP02 DEPARTMENT	XP02 JOB CODE	XP02 USER LEVEL	XP02 DESCRIPTION
1	SAD000000001	3/10/2018		1 ADALLO149990	6011	2020			ADDIR	DIR00	AUN01006	ADDIR00	AD DIRECTOR
1	SAD000000002	4/7/2018		1 ADALLO149990	6011	2020			ADDIR	DIR00	AUN01105	ADDIR00	AD DPTY DIR
1	SAD000000003	7/28/2018		1 ADGSDA021000	6011	2020			ADGSD	GSD10	AUN01214	ADGSD00	AD ASST DIR GENERAL SVC
1	SAD000000004	3/24/2018		1 ADHRDR18100	6011	2020			ADHRD	HRL10	AUN01214	ADHR110	AD ASST DIR HUMAN RESRCES

Position-Multiple Labor Distribution XR23.3

This report produces a listing of active Positions (ZP02), the corresponding Employee (HR11) information for filled Positions, and any Multiple Labor Distribution Records (XR23.3) associated with each active Position.

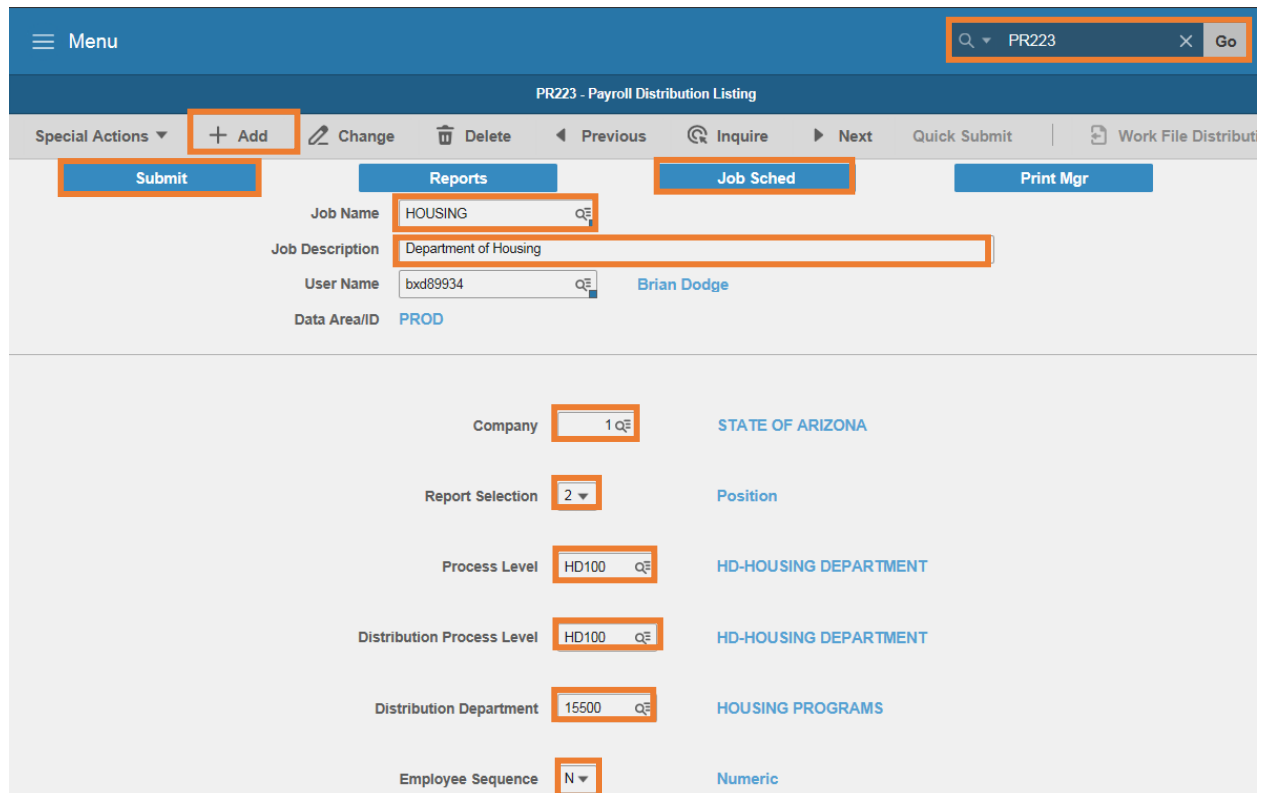
Position-Multiple Labor Distribution (XR23.3)									
XR233 COMPANY	XR233 DIST COMPANY	XR233 POSITION	XR233 PROCESS LEVEL	XR233 DST ACCT UNIT	XR233 DST ACCOUNT	XR233 DST SUB ACCT	XR233 ACTIVITY	XR233 ACCT CATEGORY	XR233 PERCENT
1		1 SHS0000000015	HSPLS	HSICALS1385	6011	2020	HS0	ZZZZZ	60.96
1		1 SHS0000000015	HSPLS	HSICALS1402	6011	2020	HS0	ZZZZZ	13.18
1		1 SHS0000000015	HSPLS	HSMMFEDC3789	6011	2020	HS0	ZZZZZ	12.93
1		1 SHS0000000015	HSPLS	HSTTHALS1259	6011	2020	HS0	ZZZZZ	12.93

Note: For specific information/guidance on how to run these reports, please take the 'HRISDATAWH' Data Warehouse Training Course in TraCorp and refer to the Quick Reference Guide (QRG) 'Agency HRIS Data Warehouse Payroll Reports', located on the GAO Website under TRAINING/EVENTS / TRAINING RESOURCES.

Payroll Distribution Listing (PR223) Report

The Payroll Distribution Listing (PR223) can be run on-demand and shows Labor Distribution information on positions by Process Level. Steps for producing this report are shown below.

Note: the three minimum fields required are Company, Report Selection, Employee Sequence. If the optional fields are left blank, the report will populate those fields according to the user's security level, which could be multiple Process Levels.



1. In the Search field, type **PR223**
2. Click **Go**
3. In the **Job Name** field, type a **Job Name** (no spaces)
4. In the **Job Description** field, type a **Job Description**
5. In the **Company** field, type or select **1 (required field)**
6. In the **Report Selection** drop down, select one of the three options: **Employee, Position, or Both Employee and Position (required field)**
7. In the **Process Level** field, type the process level
8. In the **Distribution Department** field, type the distribution department
9. In the **Distribution Process Level** field, type the distribution process level

10. In the **Employee Sequence** drop down, select either **Alpha** or **Numeric (required field)**

Submit Job

Job Name

HOUSING

User Name

bxd89934

Time Zone

GMT-7

Job Queue

Start Date

Start Time

Submit

Close

11. Select **Add**

12. Click **Submit**

- Select **Submit** again

<input type="radio"/> Active Jobs <input type="radio"/> Waiting Jobs <input checked="" type="radio"/> Completed Jobs						
<input type="checkbox"/>	Job Name	Parameters	Job Queue	Start Date	Stop Date	Status
<input type="checkbox"/>	HOUSING	PR223	*****	01/22/2020 13:18:09	01/22/2020 13:18:11	Normal Completion

- Select **Job Sched** to verify that the job has completed

Print Manager - bxd89934

Report Actions

Inquire

Delete

Quick Print

Search

Find Next

Reset

Export

User Name

bxd89934

<input type="checkbox"/>	Job Owner	Job Name	Description	Parameters	File Name	Created
<input type="checkbox"/>	bxd89934	HOUSING	Department of Housing	PR223	PR223.prt	01/22/2020 13:18:11

- To view the job output, enter your User Name in the Print Manager box, select **Inquire** and click on the applicable completed job

PR223.prt (Job HOUSING - Step 1)

← Back

Print

Create CSV File

Distribute ▼

View Options ▼

Quick Print

PR223 Date 01/22/20 Company 1 STATE OF ARIZONA Page 1
Time 13:18 Payroll Distribution Listing - Positions

Ded Code	Pay Code	Expense Account	Description	Activity	Acct Cat	Job Code	Proc Level	Dept	Percent
SHD000000004 HD ASST DPTY DIR									
	1	HD11000	- 6011-2019 REGULAR BASE SALARY	HD0	ZZZZZ	AUN07355	HD100 15500	20.000	
	1	HD11501	- 6011-2019 REGULAR BASE SALARY	HD0	ZZZZZ	AUN07355	HD100 15500	20.000	
	1	HD12100	- 6011-2019 REGULAR BASE SALARY	HD0	ZZZZZ	AUN07355	HD100 15500	40.000	
	1	HD14127	- 6011-2019 REGULAR BASE SALARY	HD0	ZZZZZ	AUN07355	HD100 15500	20.000	
							Total Percent	100.000	
SHD000000017 HD CONTRACTS MGT SPCT III									
	1	HD16100	- 6011-2019 REGULAR BASE SALARY	HD0	ZZZZZ	AUN04264	HD100 15500	50.000	
	1	HD16200	- 6011-2019 REGULAR BASE SALARY	HD0	ZZZZZ	AUN04264	HD100 15500	50.000	
							Total Percent	100.000	
SHD000000019 HD CONTRACTS MGT SPCT III									
	1	HD16200	- 6011-2019 REGULAR BASE SALARY	HD0	ZZZZZ	AUN04264	HD100 15500	100.000	
							Total Percent	100.000	

- Select **Create CSV File** to download into that format, if desired